

Policy and Procedure Manual



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| Policy #: | 5-06 |
| Name of Institution: | Valemount College |
| Institution Number: | 04328 |
| Name of Policy: | Facility Use |
| Effective Date: | November 30, 2017 |
| Revision Date: | |
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FACILITY USE

POLICY

The primary purpose of Valemount College facilities is to meet the College's education/learning objectives. Valemount College will allocate the facility resources to meet the needs of the College as expressed in the Business and Strategic and other planning documents. College instructional activity will have precedence as set out in the priorities and definitions contained in Instructional Timetabling and Space Allocation Policy #3-16.

Facilities may also be used for other activities by individuals and groups, both internal and external to the College, where the use is in keeping with the normal role and function of an educational facility. The College will levy a facility use fee payable in dollars or "in kind" to cover costs incurred by such use. Facilities may also be used for commercial purposes when such use does not conflict with the primary purpose stated above in Policy 3-16; a facility use fee consistent with the nature of the activity will apply.

GUIDELINES

College Facilities are available to College groups and to any responsible non-College group whose aims are not in conflict with the objectives and policies of the College.

The College reserves the right to refuse the use of any of its facilities to any prospective user, at the discretion of the Administrator in charge.

The priorities for use of space are: (See a detailed listing in Appendix A.)

1. College Related Functions: Activities central to the College functions. College instructional activity will have precedence as stated in the priorities and definitions contained in Instructional Timetabling and Space Allocation Policy #3-26.
2. College Related Functions Other: approved extra-curricular activities sponsored by the College, Employee groups, whereby the goal of the gathering is to extend the focus and mission of the College, both internally and externally.
3. External Events: All activities sponsored by non-College groups.

The Office of the College Director will administer College-wide scheduling, and will establish timelines for the finalization of the timetable.

CROSS REFERENCE

See also Instructional Timetabling and Space Allocation Policy #3-26

See also Commercial and other “Non-College” Activity on Campus Policy #5-07

See also APPENDIX A- attached

APPENDIX A

Function Guidelines for Use and Rental of College Facilities

College Related Functions: An event of any type that has a primary goal of extending the focus and mission of the College, both internally and externally.

Some examples are:

| Function | Priority of Use | Description |
|---|-----------------|--|
| Instructional Use (Degree, Certificate and Diploma credit classes & Continuing Education non-credit programming | 1a | All classrooms are booked by the Office and have the highest priority, in accordance with Instructional Timetabling and Space Allocation Policy #3-26. (includes breakout rooms required as part of instructional delivery. Includes assessment services and Access for Students with Disabilities.) |
| Student Service Functions | 1b | Includes, but not limited to, the following events: <ul style="list-style-type: none"> • student orientation • recruitment events • student welcoming events • convocation |

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| | | <ul style="list-style-type: none"> • career/volunteer fairs • international student functions |
| Board of Directors functions | 1c | Includes: <ul style="list-style-type: none"> • Human Resources/Information Technology training sessions • Internal Faculty or departmental functions and celebrations for College staff • Administrative meetings |
| Student Association/Student Clubs | 2 | Includes: <ul style="list-style-type: none"> • Meetings • Special Events |
| Employee Groups | 2 | Includes: <ul style="list-style-type: none"> • Approved extra-curricular activities sponsored by College Departments |

External Events

An event that may be hosted by someone either internal or external to the College, and that has a primary goal of enhancing the higher education of either internal or external individuals, or that may be for entertaining purposes. The specific criteria used for determining an external event will be the demographics of the majority of the audience participating. For example, a Faculty member may book space for an external conference/group, but because the majority of the audience is external to campus, regular rental rates may apply.

Some examples are:

| Function | Priority of Use | Description |
|------------------------------|-----------------|--|
| Academic & Professional | 2 | Such conferences/meetings are designed for the benefit of all those attending, not for the primary goal of extending the focus and mission of Valemount College. |
| Special Events/Community Use | 3 | These are obvious external events that have nothing to do with the mission of the College. |
| Miscellaneous Vendors | 3 | Any event or function sponsored by a vendor for monetary gain. |